

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Plans for FY88

FROM:

C/P&PD/OL
158 P&P Building

EXTENSION

NO.

OL 11061-87

DATE

22 December 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Logistics

2.

DD/L

3.

C/HISS - FY1

4.

5.

C/P+PD

6.

7.

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13.

14.

15.

24/12 *AK*
12/28 *1E*→ pls discuss copies of
this to all Dir chiefs
FY1.1-5: Vince —
these are all very
meaningful goals
very much in line
with OL's objectives.
Excellent work!*John*

22 December 1987

MEMORANDUM FOR: Director of Logistics

STAT FROM:

Chief, Printing and Photography Division, OL

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Listed below are some FY88 plans for the Printing and Photography Division (P&PD). These are not all inclusive, instead they are intended as highlights only:

-- We have to gain an even more effective use of our personnel. Towards this end we will implement a team concept in our production branches for the first time in our history. Starting on 1 January 1988 the number of third shift (2300-0730) employees involved in the production of critical overnight publications, including the PDB and NID, will be reduced from 32 to 14. All of the 14 on the newly-created "Flagship Team" will be multi-skilled, which allows them to perform numerous production functions. It will be their responsibility to perform whatever tasks are necessary to meet deadlines. The remaining 18 personnel will be reassigned to other shifts. This will give us better concentrations of manpower and, hopefully, concomitant productivity increases. If this concept works as well as expected we will begin plans for using the team approach to production problems on a Division-wide basis.

-- We shall have an automated planning system in place soon. Although each of our printing jobs is different, so to speak, they are alike in the sense that they have standard formats and styles. Since jobs had previously been looked upon as "different" and requiring customized treatment and now are looked upon as "similar", we will have the computer pose options to our job planners for the best way to produce the work. As a result, we should benefit by less time being expended by our planners and the work will arrive in the production branches quicker. In the end, the customer should receive their publications faster than under our present system.

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-- We naturally will continue to support the OL Flying Squad. This program has benefitted the Agency of course, but the positive impact on P&PD employees has been remarkable as well. Employees have been able to contribute to the Agency's mission and simultaneously have acquired a better understanding of what the Agency is all about. In essence, the Division has been drawn closer to OL and employees have enjoyed the expansion of their roles. We will provide more training to them so they can hit the ground running but, beyond this, we hope to give them a better awareness of their TDY environments and furnish them with courses in defensive driving, etc.

-- P&PD employees will not only be better informed in FY88 but the information provided to them will be more accurate as well. We intend to accomplish this through installation of a closed circuit television network in the P&PD facility. Employees will have the advantage of hearing messages, contents of staff meetings, etc., promptly, regardless of their shift assignments, via video-taped presentations. The layers of communicators under our present system will be eliminated, as will the interpretations of each of the layers.

-- We will continue to obtain the involvement of supervisors in our operations through regularly scheduled sessions with them. In addition, we plan to utilize rap sessions with a cross-section of employees so they may acquire a better understanding of our goals and how we intend to attain them.

-- We will intensify our efforts in our Co-op Program. We have gained some valuable experience over the past two years and feel that we can now provide better training experiences for the students and do a better job in the selection process. The value of the Co-op Program has taken hold to the point where students recognize their time in the Division as valuable experiences.

-- In the next couple of months we should be at full operating capability in our Video Replication Center at the Page Annex. This will alleviate some production bottlenecks currently with us by having WAE's producing unclassified, but necessary, videotapes In the final analysis

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it is felt that this particular scenario promises to be a relatively inexpensive solution to a specific production problem.

-- The GP wage structure is antiquated and needs overhauling. The most highly paid trades are no longer the most skilled, perhaps they never were. I intend to initiate a study to determine the feasibility of instituting a single pay scale for all printing trades and, if feasible, how it could be implemented in the most equitable manner. I believe a single pay system would entice young employees to enter the more skilled, but less lucrative, trades resident in the Division. Concurrently, the study will address pay system problems associated with employees in the Photography Branch who have been placed in the GS structure and, hopefully, alternatives will surface for the resolution of these problems.

STAT

